

# Development Permit Application



Where you live will determine what Development Permit Application you will need to complete.

If you live **outside** of a municipal area, you will need to complete this application. As per the **Provincial PLANNING ACT SUBDIVISION AND DEVELOPMENT REGULATIONS**, no person shall, without first obtaining a development permit:

- commence the construction of any building or structure;
- locate any building or structure, or change the location of any building or structure on a lot;
- make any structural alterations that will change the exterior dimensions of any building or structure;
- change the use of any building or structure or land, or part thereof; or intensify any non-conforming use;
- locate a travel trailer on any lot as the main or accessory use, other than in a travel trailer park where utility services are provided; or create a mobile home park

Office Use Only	
Sub. Case File #:	
Permit #:	
PID#:	
Permit Fee:	
Received:	
PIC Verified:	<input type="checkbox"/>

If you live **inside** a Municipal Area with planning authority you will need to apply for a **Development Permit from that local Municipal Office**.

**Are you wanting to subdivide your parcel of land into smaller lots or change the official use of the property?** If **yes**, you are required to complete the **Subdivision of Land/Change of Use Application** before completing this Development Permit Application and any Building Permit Applications.

## Property Information:

<b>Property Tax Number:</b>	<b>Lot Number - if applicable:</b>
<b>Civic Address Number:</b>	<b>Street Name:</b>

## Property Owner Information:

<b>Full Legal Name:</b>		
<b>Company Name:</b>		
<b>Street Address:</b>		
<b>Community:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Email:</b>		<b>Phone:</b>

## Applicant Information if different from Owner:

<b>Full Legal Name:</b>		
<b>Company Name:</b>		
<b>Street Address:</b>		
<b>Community:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Email:</b>		<b>Phone:</b>

**What is the property currently used for?**

- Residential (Single-unit)  Residential (Duplex)  Residential (Multi-unit)  Rental accommodation
- Commercial  Industrial  Institutional  Agricultural  Aquaculture/Fisheries  Forestry
- Recreational  Resource  Home-Based Business  Vacant  Other: \_\_\_\_\_

**Will the proposed development require the creation of a new driveway or the relocation of an existing driveway to the road/highway?**  Yes  No

**How will the new proposed structure receive sewer services?**

- New on-site septic wastewater system  Existing on-site system
- Municipal wastewater treatment  Private central wastewater treatment

**Describe the current land use in detail. If the property is used for a livestock operation, include the type of livestock, the number of animals, whether there is a manure storage facility, and complete and attach a "Project Information Form - Commercial Livestock Operations".**

**Are there existing buildings on the property?**  Yes  No

**Please describe the use of each building in detail:**

**What type of development or activity are you proposing? Please check all that apply:**

- New detached structure  Addition to existing structure  Relocation of structure
- Change the use of existing structure

**What will the proposed development be used for? Please check all that apply:**

- Residential (Single-unit)  Residential (Duplex)  Residential (Multi-unit)  Rental accommodation
- Commercial  Industrial  Institutional  Agricultural  Aquaculture/Fisheries  Forestry
- Recreational  Resource  Home-Based Business  Other: \_\_\_\_\_

**Will the proposed structure be the main structure on the property?**  Yes  No

**Please describe how the proposed structure will be used in detail:**

**What are the dimensions of the structure that you are proposing?**

<b>Width (ft):</b>		<b>Number of Storeys:</b>	
<b>Depth (ft):</b>		<b>Main Floor Area (ft<sup>2</sup>):</b>	
<b>Height of Structure:</b>		<b>Total Floor Area (ft<sup>2</sup>):</b>	

**What type of foundation are you proposing for the structure?**

Standard Concrete    Insulated Concrete Form (ICF)    Wood Posts    Other: \_\_\_\_\_

**What siding material are you proposing for the structure?** \_\_\_\_\_

**What roofing material are you proposing for the structure?** \_\_\_\_\_

**If your proposed development is Multi-unit residential, how many units are you proposing?** \_\_\_\_\_

**If your proposed development is Industrial, Commercial, Institutional, Recreational or Home-Based Business please answer the following:**

- What will be the hours of operation? \_\_\_\_\_
- How many staff are you intending on having at his location? \_\_\_\_\_
- Will there be onsite parking for staff?    Yes    No    N/A
- Will there be shipping and/or receiving operations?    Yes    No    N/A

**Describe in detail the Industrial, Commercial, Institutional, Recreational or Home-Based Business operations you will be undertaking at this site:**

**Please provide the name, email and phone number for the various individuals that will be involved in your proposed development:**

	Name	Email Address	Phone Number
<b>Surveyor:</b>			
<b>Site Assessor:</b>			
<b>Septic Contractor:</b>			
<b>Lawyer:</b>			
<b>Engineer:</b>			

**Please Note:** Your application will be considered incomplete and will be returned if any of the requirements outlined are missing, unclear, illegible, or if fees have not been paid

For applications to be given adequate consideration, it may be necessary for staff to consult with various departments and agencies. Staff may also carry out a site inspection.

**Declaration**

I, \_\_\_\_\_ hereby certify that I am (select one)

the registered owner of the land proposed for development

authorized to act on behalf of the registered owner of the land proposed for development

and hereby declare that all statements contained within this application are complete and true.

**Signatures**

Registered Owner(s):

or

Written confirmation from the current property owner(s) allowing this Development Permit Application to proceed. This documented proof must be supplied at time of application.


Date
Date
Date

Applicant:

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Date

**Submit Applications To:**

- Land Division – 31 Gordon Drive, Charlottetown, PE
- Access PEI O’Leary – 45 East Dr, O’Leary, PE
- Access PEI Summerside – 120 Heather Moyse Dr, Summerside, PE
- Access PEI Montague – 41 Wood Islands Rd, Montague, PE

**Office Use Only**

**DEVELOPMENT PERMIT FEES**

Residential (\$250) .....	=	_____
Industrial/Commercial/Institutional/Recreational (\$600) .....	=	_____
Resource (\$500) .....	=	_____
Other Applicable Fees _____	=	_____
Total _____	=	_____

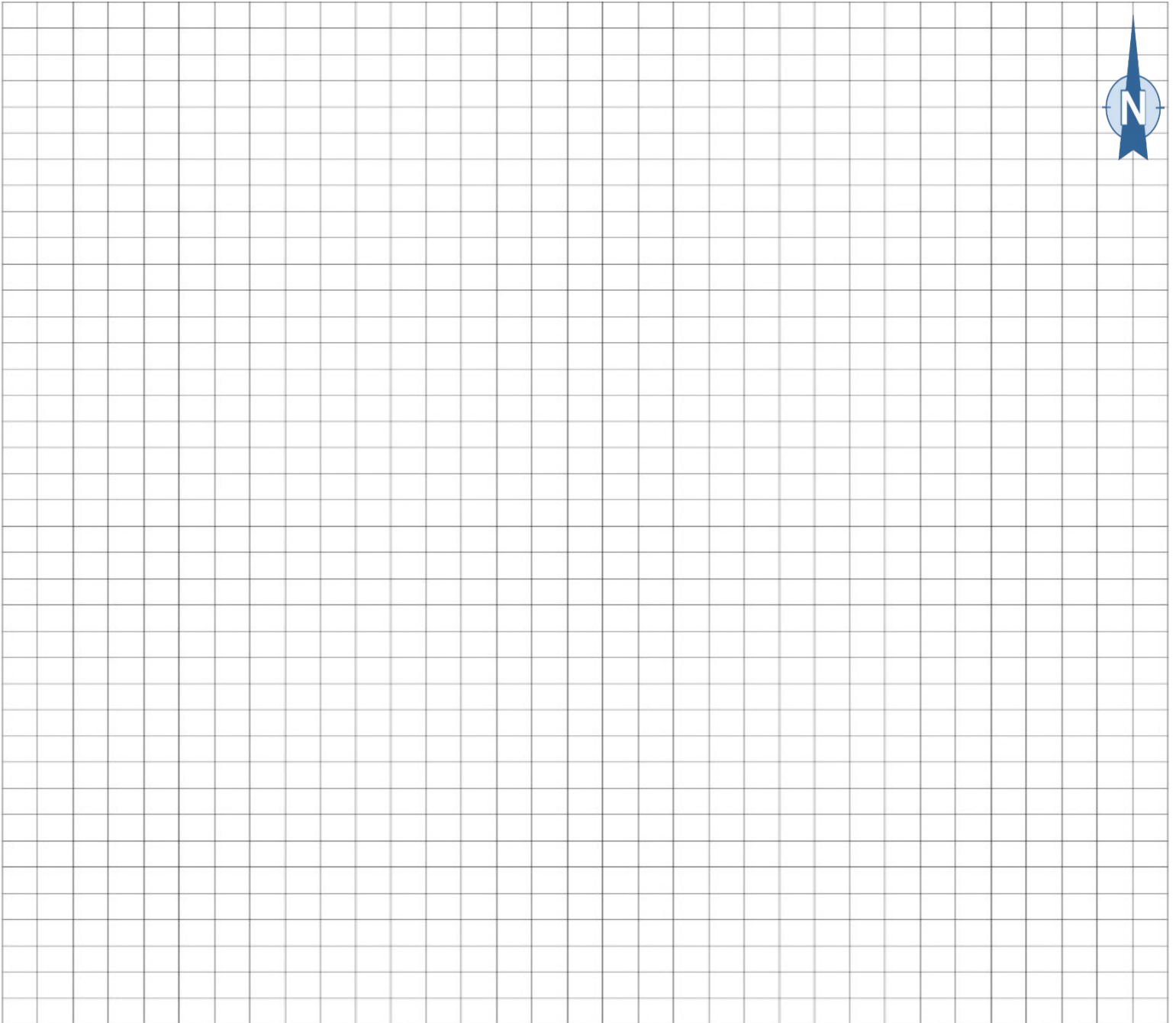
Personal Information on this form is collected under section 8 (1)(d) of the Planning Act. If you have any questions about the collection of personal information, you may contact [landdivision@gov.pe.ca](mailto:landdivision@gov.pe.ca) for more information.

# Development Permit Application Sketch

Pursuant to the Planning Act

This sketch is required as part of the Development Permit Application and needs to include the following:

- All Property lines with their lengths (in ft)
- Road(s), including their name(s)
- All Buildings with their sizes listed (in ft)
- Distance from centre of road to building (in ft) (    )
- Distance from buildings to property lines (in ft) (    )
- Distance from septic tank/field to property lines (in ft) (    )
- Distance from well to building (in ft) (    )
- Show any watercourse, wetlands, top of bank, or sand dune located on the property
- Distances from watercourse, top of bank, or sand dune to any structures (building or septic) (in ft) (    )
- Arrow showing the natural slope of the land
- Distance from the centre of driveway to the nearest neighbouring property line (in ft) (    )
- Distance between well and septic system (in ft) (    )



\_\_\_\_\_  
Property Owner's Signature or Applicant

\_\_\_\_\_  
Date

## Example Drawing – All dimensions listed are specific to this example only

- ☒ All Property lines with their lengths (in ft)
- ☒ Road(s), including their name(s)
- ☒ All Buildings with their sizes listed (in ft)
- ☒ Distance from centre of road to building (in ft) (85')
- ☒ Distance from buildings to property lines (in ft) (3')
- ☒ Distance from septic tank/field to property lines (in ft) (35')
- ☒ Distance from well to building (in ft) (2')
- ☒ Show any watercourse, wetlands, top of bank, or sand dune located on the property
- ☒ Distances from watercourse, top of bank, or sand dune to any structures (building or septic) (in ft) (80')
- ☒ Arrow showing the natural slope of the land
- ☒ Distance from the centre of driveway to the nearest neighbouring property line (in ft) (32')
- ☒ Distance between well and septic system (in ft) (50')

